

# School District of Lancaster

# START Plan

*Approval by the SDoL School Board on July 14, 2020*  
*Revisions in red approved on August 11, 2020*

---

# Table of Contents

---

## SDoL START Plan Overview

- [START Plan Guiding Principles](#)
- [START Plan Leadership Team & Priority Team Leaders](#)
- [START Plan Framework](#)
- [Note on Governor Wolf's Process to Reopen Pennsylvania](#)

## Teaching & Learning

- [Elementary School Schedule](#)
- [Middle School Schedule](#)
- [High School Schedule](#)
- [Physical Education & Recess](#)
- [Supplemental Guidance for Marching Band & Athletics](#)
- [Coordination with Local Childcare Agencies](#)
- [SDoL Cyber Pathways Academy](#)

## Health & Welfare

- [School Infection Control & Mitigation Guidelines](#)
- [Student Health Plan](#)
- [Staff Health Plan](#)

## Operations

- [Space Utilization Plan](#)
- [Custodial Services Plan](#)
- [Food Service Plan](#)
- [Transportation Plan](#)
- [Visitor & Volunteer Management Plan](#)

## Communications

- [Pre-Entry Communication Plan](#)
- [Post-Entry Communication Plan](#)
- [Training Plan](#)

## [List of Appendices](#)

---

# SDoL START Plan Overview

---

## START Plan Guiding Principles

The School District of Lancaster (SDoL) has formed a StraTegic Action Reopening (START) Leadership Team and related priority teams to plan for reopening schools in the fall under these health and safety guidelines.

The district's START Plan is guided by these principles and priorities:

### *Teaching & Learning*

1. Prioritize face-to-face, real time teaching
2. Ensure vulnerable populations are served equitably
3. Eliminate the necessity for large gatherings
4. Meet unique needs of elementary, middle, and high school students
5. Enhance and expect alternatives for families

### *Health & Welfare*

1. Ensure social distancing, as recommended, in all areas
2. Communicate protocols to reduce viral transmission outside of school
3. Enhance cleaning and disinfecting of all facilities
4. Develop special protocols for high-risk populations

### *Social & Emotional Supports*

1. Address social-emotional health of students and staff
2. Include opportunities, such as music, the arts, and athletics, that support the development of the whole child

## START Plan Leadership Team & Priority Team Leaders

PDE plan requirements addressed in this section include:

- Identification of a "pandemic coordinator" and/or "pandemic team" with defined roles and responsibilities for health and safety preparedness and response planning

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools.

At the School District of Lancaster, the pandemic team is composed of the START Leadership Team and Priority Team Leaders, listed in the chart below.

The START Leadership Team is responsible for:

- Overseeing the development and implementation of the comprehensive START plan by the priority teams
- Monitoring county and state health data and key performance indicators related to the plan
- Recommending the final plan to the SDoL School Board for approval
- Within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students

The Priority Team Leaders are responsible for:

- Convening the priority teams, including: Teaching & Learning Priority Team, Health & Welfare Priority Team, Operations Priority Team, Social & Emotional Priority Team, and the Communications Priority Team
- Leading the priority teams to develop and implement the components of this comprehensive START plan
- Within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students

Individual(s)	Stakeholder Group Represented	Roles & Responsibilities
Superintendent	District Admin	Plan Development & Response Team
Chief of Finance & Operations	District Admin	Plan Development & Response Team
Assistant Superintendent	District Admin	Plan Development & Response Team
Chief of Talent & Employee Engagement	District Admin	Plan Development & Response Team
Director of Schools	District Admin	Plan Development & Response Team
Director of Strategic Communications	District Admin	Plan Development & Response Team
Director of Student Services	District Admin	Plan Development & Response Team
Executive Assistant to the Superintendent	District Admin	Plan Development & Response Team
Coordinator of Health Services	District Admin	Plan Development & Response Team

Individual(s)	Stakeholder Group Represented	Roles & Responsibilities
Project & Grant Administrator	District Admin	Plan Development & Response Team
Representative from Lancaster Education Association (LEA)	Teacher	Plan Development & Response Team
Representative from American Federation of State, County and Municipal Employees (AFSCME)	Support Staff	Plan Development & Response Team
Principals	Building Admin	Plan Development & Response Team
Director of Instructional Programs	District Admin	Plan Development & Response Team
Assistant Director of Business Operations	District Admin	Plan Development & Response Team
Coordinator of Counseling	District Admin	Plan Development & Response Team

START Plan Framework

In mid-June, the School District of Lancaster drafted an initial framework for the START Plan. This framework included scenarios for onsite, at home, and hybrid learning opportunities. As work began, the START Leadership Team recognized the need to focus the reopening plan on one model that meets the needs of students while considering high level mitigation strategies. This revised model:

- Engages students in onsite and at home learning
- Provides an immediate return to school for academically vulnerable populations
- Allows time for staff to acclimate to buildings and logistics related to new safety protocols
- Ensures proper social distancing and the ability to contact trace
- Evaluates systems before all students return

Under this framework, the implementation timeline is as follows:

Dates	Elementary School	Middle School	High School
Aug 31	<u>Grades K4-5</u> 100% Virtual Instruction	<u>Grades 6-8</u> 100% Virtual Instruction	<u>Grades 9-12</u> 100% Virtual Instruction
Upon Board Approval	<p><u>Grades K4-5</u> Hybrid Learning</p> <ul style="list-style-type: none"> <li>AM/PM in School</li> <li>AM/PM Online</li> </ul> <p><u>Academically Vulnerable Populations</u> 4 Full Days a Week in School</p> <ul style="list-style-type: none"> <li>Self Contained Special Education</li> <li>DASH</li> </ul>	<p><u>Grade 6</u> Hybrid Learning</p> <ul style="list-style-type: none"> <li>M/T in School</li> <li>W/TH/F Online</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>M/T/W Online</li> <li>TH/F in School</li> </ul> <p><u>Grades 7-8</u> Online</p> <p><u>Academically Vulnerable Populations</u> 4 Full Days a Week in School</p> <ul style="list-style-type: none"> <li>Self Contained Special Education</li> <li>DASH</li> <li>YIC/Prison</li> <li>Buehrle</li> </ul>	<p><u>Grade 9</u> Hybrid Learning</p> <ul style="list-style-type: none"> <li>M/T in School</li> <li>W/TH/F Online</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>M/T/W Online</li> <li>TH/F in School</li> </ul> <p><u>Grades 10-12</u> Online</p> <p><u>Academically Vulnerable Populations</u> 4 Full Days a Week in School</p> <ul style="list-style-type: none"> <li>Self Contained Special Education</li> <li>DASH</li> <li>YIC/Prison</li> <li>Buehrle</li> <li>Newcomers</li> </ul>
Upon Board Approval	<p><u>Grades K4-5</u> Hybrid Learning</p> <ul style="list-style-type: none"> <li>AM/PM in School</li> <li>AM/PM Online</li> </ul> <p><u>Academically Vulnerable Populations</u> 4 Full Days a Week in School</p> <ul style="list-style-type: none"> <li>Self Contained Special Education</li> <li>DASH</li> </ul>	<p><u>Grades 6-8</u> Hybrid Learning</p> <ul style="list-style-type: none"> <li>M/T in School</li> <li>W/TH/F Online</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>M/T/W Online</li> <li>TH/F in School</li> </ul> <p><u>Academically Vulnerable Populations</u> 4 Full Days a Week in School</p> <ul style="list-style-type: none"> <li>Self Contained Special Education</li> <li>DASH</li> <li>YIC/Prison</li> <li>Buehrle</li> </ul>	<p><u>Grades 9-12</u> Hybrid Learning</p> <ul style="list-style-type: none"> <li>M/T in School</li> <li>W/TH/F Online</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>M/T/W Online</li> <li>TH/F in School</li> </ul> <p><u>Academically Vulnerable Populations</u> 4 Full Days a Week in School</p> <ul style="list-style-type: none"> <li>Self Contained Special Education</li> <li>DASH</li> <li>YIC/Prison</li> <li>Buehrle</li> <li>Newcomers</li> </ul>
Upon Board Approval	<u>Grades K4-5</u> ALL Students in School ALL Day	<u>Grades 6-8</u> ALL Students in School ALL Day	<u>Grades 9-12</u> ALL Students in School ALL Day

## Note on Governor Wolf's Process to Reopen Pennsylvania

As of the drafting of this plan, Lancaster County has officially moved to the Green Phase of Governor Wolf's Process to Reopen Pennsylvania. In order to provide maximum flexibility for the School District of Lancaster to pivot between different phases, this plan has been developed in alignment with the requirements outlined by the Pennsylvania Department of Education in the Yellow Phase. Throughout this plan, there are items, indicated with a 🔄 that may be revised or removed if Lancaster County remains in the Green Phase at the start of the 20-21 school year.

---

## Teaching & Learning

---

**Revision:** On August 11, 2020 the School Board approved a plan for 100% virtual instruction which includes at home learning with both synchronous & asynchronous instruction (see chart below) until further notice. The Board will vote on any transition from 100% virtual instruction, including phasing in vulnerable populations for in person instruction.

<b>Grade Level</b>	<b>At Home Learning Instructional Hours Per Day</b>	<b>Minimum Synchronous Learning Minutes Per Day</b>
Elementary K-2	6 Hours	90 Minutes
Elementary 3-5	6 Hours	120 Minutes
Middle	7 Hours	180 Minutes
High	6 Hours, 50 Minutes	180 Minutes

### Elementary School Schedule

PDE plan requirements addressed in this section include:

- Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms 🔄
  - Staggering the use of communal spaces and hallways 🔄
  - Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students 🔄
  - Strategic deployment of staff 🔄
1. Students in grades K4-5 will attend school four (4) half days per week, M/T/Th/F, for a total of twelve (12) hours (720 minutes)
    - a. Students will be assigned an AM or PM schedule based on transportation needs.
    - b. 50% of a grade level homeroom will represent a cohort.
    - c. Arrival, dismissal, and hallway movement is scheduled by cohort.
    - d. Specific traffic patterns will be marked on the hallway floors to direct students.

2. Buildings will be closed for students on Wednesdays to allow for IEP Meetings, Grade Level Teaming, Data Teams, Special Education and ELD Collaboration, Faculty Meetings, and Professional Development.
3. Students will engage in distance learning for approximately eleven (11) hours (660 minutes) per week.

A detailed schedule for elementary schools is attached as Appendix A.

### Middle School Schedule

PDE plan requirements addressed in this section include:

- Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms ☹
  - Staggering the use of communal spaces and hallways ☹
  - Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students ☹
  - Strategic deployment of staff ☹
1. Students will attend school two (2) full days per week, Monday/Tuesday or Thursday/Friday for a total of fourteen (14) hours (840 minutes).
    - a. Students will be assigned school days based on each quad attending at 50% capacity. 50% of a quad will represent a cohort of 40-50 students.
    - b. Arrival, breakfast, lunch, dismissal, and hallway movement is scheduled by cohort. Specific traffic patterns will be marked on the hallway floors to direct students. Hall monitors will address congregation areas.
  2. Buildings will be closed for students on Wednesdays to allow for IEP Meetings, Grade Level Teaming, Data Teams, Special Education and ELD Collaboration, Faculty Meetings, and Professional Development.
  3. Students will engage in distance learning for approximately ten (10) hours (600 minutes) per week.

A detailed schedule for middle schools is attached as Appendix B.

### High School Schedule

PDE plan requirements addressed in this section include:

- Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms ☹
- Staggering the use of communal spaces and hallways ☹
- Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students ☹
- Strategic deployment of staff ☹

1. Students will attend school two (2) full days per week, Monday/Tuesday or Thursday/Friday, for a total of fourteen (14) hours (840 minutes).
  - a. Students will be assigned school days based on 50% of each grade level.
  - b. 50% of a grade level will represent a cohort.
2. Arrival, breakfast, lunch, dismissal, and hallway movement is scheduled by cohort. Students will transition to classes by grade level which will minimize the number of students in the hallway. Specific traffic patterns will be marked on the hallway floors to direct students. Hall monitors will address congregation areas.
3. Buildings will be closed for students on Wednesdays to allow for IEP Meetings, Grade Level Teaming, Data Teams, Special Education and ELD Collaboration, Faculty Meetings, and Professional Development.
4. Students will engage in distance learning for approximately twelve (12) hours (720 minutes) per week.

A detailed schedule for high school is attached as Appendix C.

### Physical Education & Recess

PDE plan requirements addressed in this section include:

- Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports

Based on guidelines by the Center for Disease Control (CDC), the district must ensure adequate supplies to minimize sharing of high touch materials to the greatest extent possible or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between uses. This applies to both physical education and recess, as well as other unified arts. Guidelines for physical education and recess are as follows:

#### *Physical Education*

1. Limit to one cohort of students, following social distancing guidelines.
2. Limit physical education to open spaces.
3. Ensure adequate equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one cohort of students at a time and disinfect between uses.
  - a. Review curriculum to identify essential standards and necessary equipment.
  - b. Purchase multiple sets of equipment.
4. Limit team sports and group games following social distancing guidelines.

#### *Recess*

1. Limit to one cohort of students, following social distancing guidelines.
2. Greatly restrict or eliminate use of playground structures.
3. Ensure adequate playground equipment (balls, jump ropes, etc.) to limit the sharing of items or limit to one cohort of students at a time and disinfect between uses.
  - a. Purchase multiple sets of equipment.

- b. Create recess stations.
  - c. Mark pavement with waiting areas.
4. Limit team sports and group games following social distancing guidelines.

### Supplemental Guidance for Marching Band & Athletics

Approval of the Supplemental Guidance for Marching Band and the Supplemental Guidance for Athletics is currently on hold.

### Coordination with Local Childcare Agencies

PDE plan requirements addressed in this section include:

- Coordinating with local childcare regarding onsite care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars 🌟

### *Students Needing Year Long Before and After School Child Care*

The Lancaster Recreation Commission (LRC) will provide onsite child care for twenty-four (24) students needing year long before and after school child care during the period of Hybrid Learning, pending program staffing and funding. As the school year progresses, the LRC will consider increasing the number of students served to forty-eight (48). This will require each school to designate an additional school aged child care room. Per the guidelines established by the Department of Human Services, each child care space cannot exceed twenty-four (24) children, no matter the room size.

Students enrolled with the LRC will attend School Aged Child Care during the AM session, receive breakfast and lunch during this time, and then transition to their classrooms at 12:30pm. Students requiring after school child care will return to the LRC program at the conclusion of the day. Please note, this schedule could vary by school depending on staffing.

### *Students Needing Extended Day Opportunities During Hybrid Learning*

At this time, the School District of Lancaster is developing a partnership with the Boys and Girls Club, Brightside Opportunities Center, and the Mix at Arbor Place with the goal to provide Extended Day Camp for those students whose families face unexpected challenges related to child care during the period of Hybrid Learning. Pending staffing and funding, each program has the capacity to serve 100 students. Enrollment will be based on the geographical location of the partner site and the school.

These students will attend school in the morning and participate in Extended Day Camp each afternoon and Wednesdays. Please note, these student counts and schedules may be variable based on staff availability and building needs. In either case, lunch and transportation will be provided, when necessary.

## SDoL Cyber Pathways Academy

The School District of Lancaster recently expanded its former Lancaster Cyber Program into a full online academy, offering standards-aligned and rigorous courses of study for students in kindergarten through 12<sup>th</sup> grade. Different from cyber charter schools, our Cyber Pathways Academy will offer flexible, in person support at convenient hubs throughout the City of Lancaster. Unlike our recent school closure, which forced us to quickly convert our in school lessons to remote learning, the Cyber Pathways Academy offers courses designed to be taken online - and with school buildings open, we can offer in person help as needed.

Cyber Pathways Academy academic advisors also help manage student transitions into the program as well as back to their brick and mortar school at a later date, if they wish. This is especially important for families worried about the spread of COVID-19 in the short term, but preferring in person teaching in the long term.

---

## Health & Welfare

---

### School Infection Control & Mitigation Guidelines

PDE plan requirements addressed in this section include:

- Hygiene practices for students and staff including the manner and frequency of hand washing and other best practices ☒
- Use of face coverings (masks or face shields) by all staff ☒
- Use of face coverings (masks or face shields) by older students (as appropriate) ☒
- Limiting the sharing of materials among students ☒
- Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students ☒

### *General Requirements*

1. Face Coverings: All district staff will be required to wear face coverings (either a face mask or face shield) at all times. For students, the district will follow the Governor's Executive Order on face coverings. If there is no Executive Order in place, secondary students will be strongly encouraged, but not required, to wear face coverings. All students of all levels will be required to wear face coverings on school busses, regardless of their grade level. Exemptions will be made in accordance with the Governor's Executive Order.
2. Hand Washing: Students and staff in schools will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and in classrooms where sinks for hand washing are not available. Students and staff will wash hands or use hand sanitizer at minimum - before and after eating, before and after playground or congregate room use, and after entering and before leaving the classroom.

### *Classroom Recommendations*

1. Classroom Layout: Six (6) feet between classroom seats is not required for classroom layout. A shorter distance is acceptable if six (6) feet is not achievable to meet the needs of students. There must be a minimum spacing of three (3) feet, the social distancing metric recommended by the World Health Organization (WHO), as a three-foot distance is associated with large reductions in infection via droplet spread from coughs and sneezes. Classroom configurations should be altered for maximal social distancing as feasible.
  - a. For example: Staggered rows of desks all facing the same direction, with limitations on face-to-face seating. In classrooms with round desks, teachers should create a seating chart.
2. Desk Cleaning: Secondary students will wipe their desks and/or equipment prior to leaving the space.
3. In-Class Meals: When it is necessary for students to eat in their classroom, students and staff will follow the applicable recommendations for cafeteria use below.

### *Hallway & Transition Recommendations*

1. Bell Schedules: Building bell schedules will be adjusted to minimize the number of students passing in hallways and stairwells and to avoid congregate behavior.
2. Restrooms: Buildings should plan for the use of restrooms, in accordance with the occupancy limits outlined in the space utilization section of this plan.
3. Traffic Flow & Signage: When possible, one way traffic patterns will be used in hallways. Buildings can place marks on floors to increase awareness of spacing of students.
4. Transition Monitoring: During transitions, staff members will be posted at assigned common congregate areas such as stairwell and hallway crossroads to ensure the flow of traffic and social distancing.

### *Cafeteria Recommendations*

1. Assigned Seating: Buildings should consider using assigned seating for students in cafeterias and other congregate settings to help assist with contact tracing.
2. Cashier: Students will be able to provide their pin number verbally to the cashier instead of entering it on the pin pad themselves to eliminate the use of a high touch area.
3. Cleaning Supplies: The district's food service providers will ensure the most effective and safe products to sanitize tables and other areas are available.
4. Hand Washing: Individuals will be required to sanitize or wash their hands prior to and after eating.
5. Lunch Lines: Buildings should encourage social distancing when in queue lines and encourage individuals to remain seated as much as possible when in the cafeteria.

6. Scheduling: When it is necessary for students to eat in the cafeteria, schedules will be developed to create small groups and to minimize cross grouping.
7. Seating Layout: When feasible, individuals will be seated in staggered arrangements to avoid “across-the-table” seating.
8. Traffic Flow & Signage: Cafeterias will have six (6)-foot markings and traffic flow signs. Procedures for cleaning and sanitizing the cafeteria and/or classrooms will be clearly posted.

#### *Arrival & Dismissal Recommendations*

1. Cohorts for Arrival & Dismissal: Cohorts will be assigned to doors for arrival and dismissal.
2. Maximum Entry Points: During arrival and dismissal, buildings will use the maximum number of points of entry to reduce potential congregate behavior by groups such as walkers, bus riders, and students being dropped off by parents.
3. Procedure: Each building will have an arrival and dismissal procedure schedule to allow for social distancing.
4. Staggered Start Times: In buildings that do not allow for multi-point entry, start times must be staggered.

#### *Shared & Classroom Materials Recommendations*

1. Cleaning Procedures: Cleaning procedures or item quarantine procedures will be put in place for items such as iPads, utensils, books, classroom libraries, manipulatives, SMARTboards, science kit materials, special area items, and toys. Toys should be collected in a bin after students play with them to prevent the transfer of germs. The toys can be cleaned by the teacher or quarantined for a week.
2. Material Sharing Procedures: Departments or buildings should create procedures to limit the sharing of materials among students.
3. Musical Instruments: Procedures for musical instruments are outlined in the Supplemental Health & Safety Guidance for Marching Band.
4. Online Resources: Online textbooks and novels should be used if possible.
5. Student Belongings: Each student's belongings should be separated from others' and in individually labeled containers, cubbies, lockers, or other areas. Having adequate supplies will minimize sharing of high touch materials to the extent possible.
6. Water Bottles: Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles. Bottles of water will be provided when/as needed.

### *Office Recommendations*

1. Conference Room Cleaning: Staff members should follow the “How to Properly Clean” fact sheet provided by the Office of Facilities.
2. Face Coverings: All district staff will be required to wear face coverings (either a face mask or face shield) at all times. For visitors, the district will follow the Governor’s Executive Order on face coverings. Building leaders should ensure that masks are available for individuals that do not have access prior to entering the building. Exemptions will be made in accordance with the Governor’s Executive Order.
3. Hand Washing: Staff should wash or sanitize their hands frequently and before and after touching shared items and before and after eating.
4. Main Office/Waiting Areas: Place special attention to areas where people may form lines or congregate. Mark off waiting areas (chairs, etc.). Consider removing chairs so guests do not sit.
5. Social Distancing: Employees and guests must prioritize social distancing with six (6) feet between people in all directions. If six (6) feet is not feasible, then three (3) feet is acceptable.
6. Work Spaces: Desks and cubicles may need to be reorganized and/or staff members may need to shift the direction they are facing in order to maintain social distance.

### *Other Room Recommendations*

1. Locker Rooms: Locker room usage will be limited.
2. Special Rooms: If special rooms are used, time will be afforded between change of classes for sanitization of the area.

### Student Health Plan

PDE plan requirements addressed in this section include:

- Monitoring students and staff for symptoms and history of exposure 🗑
- Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure
- Returning isolated or quarantined staff, students, or visitors to school
- Protecting students and staff at higher risk for severe illness
- Unique safety protocols for students with complex needs or other vulnerable individuals

### *Monitoring Student Health*

1. Each building’s health services team will monitor the following daily:
  - a. Students sent home with fever >100 F
  - b. Total number of students absent

2. Parents/guardians will be asked to monitor their children's temperature and any symptoms of illness on a daily basis. If a student has any symptoms of illness or fever >100F they should stay home.

#### *Responding to an Infected Student*

1. Students who are ill during the school day will be sent to the nurse's office and the health services protocol will be followed to provide care for the student.
2. Students with symptoms of communicable disease will be isolated to the extent possible and excluded from school in accordance with the PA Department of Health guidelines.

#### *Returning an Infected Student to School*

1. Students who were displaying symptoms may return to school with a clearance note from a health care provider or must be fever free for 72 hours with no fever reducing medication.
2. Students should be seen by a school nurse upon return to school.

#### *Protecting Vulnerable Students*

1. Students deemed medically fragile will have an appropriate team meeting, IEP, or 504 meeting to determine education placement and/or accommodations prior to the return to school.
2. Accommodations will be made in accordance with district policy and PA Department of Education guidelines, for any student or staff who has written documentation regarding the need for accommodations related to COVID-19.
3. Students will be expected to attend school in accordance with the SDoL [Attendance Policy 204](#).

#### Staff Health Plan

PDE plan requirements addressed in this section include:

- Monitoring students and staff for symptoms and history of exposure 🗑
- Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure
- Returning isolated or quarantined staff, students, or visitors to school
- Protecting students and staff at higher risk for severe illness
- Unique safety protocols for students with complex needs or other vulnerable individuals

#### *Monitoring Staff Health*

1. All district employees will complete a daily health self-check prior to coming to work/entering a school building. If an employee answers yes to any of the questions on the daily health self-check, they should not report to work. Questions on the self-health check include COVID-19 symptoms, exposure to others with COVID-19 symptoms, and travel.
2. Employees traveling to hot spots, [as identified by the PA Department of Health](#), should talk to their supervisor 48 hours prior to traveling to an identified hot spot. Supervisors should have remote work schedules planned for their employees in anticipation of the need to quarantine for 14 days.

3. Staff that become ill during the school day will be sent home immediately.
4. Employees are encouraged to self-report any symptoms to the Office of Talent or their building administrator.
5. If the building administrator or health services team is aware of staff showing symptoms, the Office of Talent must be notified and health services will track symptoms accordingly.
6. Each building's health services team will monitor the following daily:
  - a. Number of staff sent home with fever >100 F
  - b. Total number of staff absences

### *Responding to an Infected Staff Member*

Employees who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to their building administrator. They may return to work once they are cleared by their doctor to return.

A variety of leave options are available to employees including: Families First Coronavirus Response Act (FFCRA), Family Medical Leave Act (FMLA), paid illness leave, sabbatical leave, and optional leaves of absences. Employees are encouraged to discuss their leave options with the Office of Talent. Employees will receive education on steps to take to minimize risk.

Steps that should be taken in response to an infected staff member:

1. Send the employee home immediately, if they become sick during the work day
2. Ensure that the building/department leader is aware of the probable or confirmed case
3. Close off any area visited by the employee who is a probable or confirmed case of COVID-19 for a minimum of twenty-four (24) hours prior to cleaning. Windows and doors should be opened when possible.
4. Identify employees and students who were in close contact, defined as within six (6) feet for more than ten (10) minutes, with the person who is a probable or confirmed case of COVID-19 from a period of forty-eight (48) hours before symptoms to the time they were isolated.
5. Building/department leader should contact OTEE with the following information:
  - a. Name of employee
  - b. Start date of symptoms
  - c. Names of all staff members identified in Step 4
6. Building/department leader should contact the Office of Facilities with the following information:
  - a. Buildings visited
  - b. Rooms visited

- c. Timeline of the onset of symptoms, starting 48 hours prior to onset of symptoms
7. Building/department leader or employee should contact health services with the following information:
  - a. Symptoms
  - b. Start date/time of symptoms
8. Health services will document the information in a tracking system
9. Health services will notify the START Leadership Team and will initiate the process with the Office of Student Services
10. If employees were exposed according to step 4, they may return immediately with the following precautions:
  - a. Begin temperature screening per the CDC guidelines. Screening should take place before employees enter the workplace and prior to the start of their shift
    - i. Ensure social distancing while waiting to have temperature taken
  - b. Send employees home with a temperature >100.4
  - c. If employees show symptoms of COVID-19, send them home and start again with step 1 above

#### *Returning an Infected Staff Member to Work*

An infected staff member may return to work when all three (3) criteria are met:

1. At least three (3) days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath);
2. At least ten (10) days have passed since symptoms first appeared;
3. The staff member has been cleared by a healthcare provider.

#### *Protecting Vulnerable Staff Members*

1. Staff will be expected to attend work in accordance with up-to-date attendance guidelines and policies. Qualified disabilities covered under the American Disabilities Act (ADA) will be reviewed. Employees may be eligible for leave according to FMLA, FFCRA, or district leave policies.
2. Accommodations will be made in accordance with district policy and PDE guidelines, for any student or staff who has written documentation regarding the need for accommodations related to COVID-19.

---

# Operations

---

## Space Utilization Plan

PDE plan requirements addressed in this section include:

- Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms ☹
- Staggering the use of communal spaces and hallways ☹
- Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible ☹
- Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students ☹

The following information is based on current average room size in the district's elementary and secondary buildings. The district's ability to restrict occupancy in accordance with PDE recommendations of thirty-six (36) square feet per person will greatly depend on a building leader's ability to devise a classroom use and lunch schedule that correlates to the student population. The following parameters are provided to assist, not restrict a building leader's ability to manage his or her building.

### *Average Classroom Size and Maximum Occupancy Loads During Hybrid Learning*

1. Elementary Schools
  - a. 828 square feet
  - b. Max occupancy load - 23 persons
2. Middle Schools
  - a. 768 square feet
  - b. Max occupancy load - 21 persons
3. High Schools
  - a. 710 square feet
  - b. Max occupancy load - 20 persons
4. Special Education Classrooms
  - a. Max occupancy load - 20 persons

### *Occupancy Limits for All Other Room Types During Hybrid Learning*

1. Computer Lab: 50% of seating capacity
2. Elementary Cafeteria: 50% of seating capacity
3. Middle School Cafeteria: 50% of seating capacity
4. High School Cafeteria: 50% of seating capacity
5. Martin K-8 Cafeteria: 50% of seating capacity
6. Library: 50% of seating capacity

7. Auditorium: 50% of seating capacity, not to exceed 250 people
8. Gymnasium: 23 persons for physical education, 50% of seating capacity, not to exceed 250 people for all other purposes
9. Bathroom: 4 persons
10. Conference Room: 50% of seating capacity

### *Recommendations for Cafeteria Use*

Cafeteria sizes in all schools vary greatly and using an average size will not suffice in this instance. With a morning/afternoon schedule reducing the total student population by half, building leaders will still need to adjust, to the extent possible, the number and sizes of lunch shifts to achieve the PDE social distancing guidelines of utilizing no more than 50% of the seating capacity of the room.

Utilization of cafeterias to serve breakfast and lunch will maximize the custodial staff's ability to provide disinfecting of other high touch areas throughout the day.

Recommendations for continued cafeteria use to maximize seating capacity include:

1. Additional tables can be provided, where feasible, to accommodate larger lunch shifts and social distancing when necessary.
2. Buildings that have multipurpose rooms, such as gym/cafeterias or cafeteria/auditoriums can expand their seating area throughout the entire space to accommodate larger lunch shifts.

### Custodial Services Plan

PDE plan requirements addressed in this section include:

- Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) 🗑️

The main focus of this plan is to provide the highest level of disinfecting/sanitizing of high touch areas throughout each school building every day classes are in session, given the limited custodial staff in each building. High touch areas include but are not limited to: door knobs, panic bars, handrails, counters, desk tops, chairs, computer equipment, pens used for visitor or student sign in, restroom fixtures, drinking fountains, and food service lines.

Assistance from cafeteria staff, building assistants, hall monitors, other support staff, as well as building leadership is required to keep the buildings disinfected/sanitized to the extent practical and possible throughout the day. In order to achieve this, overtime for custodial staff will be approved as required.

Additional support from the Facilities Team will keep building custodians focused on cleaning/disinfecting and sanitizing by having the Facilities Grounds Team performing all daily tours of the outside areas of all buildings for trash and litter. The Facilities Maintenance Team will also assume responsibility for minor maintenance items such as light bulbs, filters, etc.

The Operations Priority Team has identified the critical times of the day that disinfecting and sanitizing need to take place. These critical times include:

1. After student arrival (all buildings): All handrails, door knobs, push bars/panic bars, and drinking fountains will be disinfected/sanitized.
2. After classroom changes in middle and high schools: All handrails, door knobs, push bars/panic bars, drinking fountains, desktops, and chairs will be disinfected/sanitized to the greatest extent possible.
3. Between lunch shifts: Cafeteria tables and chairs will be cleaned and disinfected/sanitized before the next group of students arrives.
4. Between the AM and PM session in elementary schools during the Hybrid Learning phase: All handrails, door knobs, push bars/panic bars, drinking fountains, desktops, and chairs will be disinfected/sanitized to the greatest extent possible.
5. After dismissal for the day: The entire building will undergo a typical top to bottom cleaning with an emphasis on disinfecting/sanitizing of high touch areas.

More frequent restroom checks, ensuring an adequate supply of soap and paper towels, will also be a priority throughout the day.

Adequate supplies have been procured and will be distributed to all buildings. These include:

1. Disinfecting Wipes - 1000 kits with refills to be distributed among all classrooms and offices
2. Ready to Use Disinfectant - 1000 gallons to be distributed among all buildings
3. Spray Bottles for Disinfectant - 1000 each to be distributed to all classrooms and offices
4. Hand Sanitizer - 94 stations with refills will be installed in cafeterias, nurses offices, and main entries
5. Face Masks - 200,000 to be distributed as requested

The Facilities Team also procured sheets of polycarbonate materials and is fabricating “sneeze guards” for all reception areas and secretary’s desks.

### Food Service Plan

PDE plan requirements addressed in this section include:

- Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms 🚫

The district intends to provide breakfast and lunch to any student who would like the meal(s). Upon extension of the necessary waivers by USDA and PDE, students will be provided with breakfast and lunch for the day(s) they are not in district buildings for full school days. Families of elementary students will be given the option to pick up a meal box, containing all necessary components of five (5) breakfasts and five (5) lunches. Meals may be eaten at home, before or after their scheduled time in a district building. Secondary students will be offered breakfast and lunch within our buildings, in the same fashion as a typical school day, on the days they attend class in a district building. They will also be provided the option to take home three (3) breakfasts and three (3) lunches for consumption on the days they are scheduled for at home learning.

If no extension is granted to USDA/PDE waivers, allowing for meals to be consumed off-premise or provided outside of typical meal schedules, elementary students attending a morning schedule will be offered breakfast upon arrival to school; no lunch will be offered before their dismissal. Elementary students attending an afternoon schedule will be offered lunch upon arrival to school; no breakfast will be offered. Secondary students would be offered breakfast and lunch on days attending classes in district buildings; no meals will be offered on days they are engaged in at home learning.

Both models will allow for breakfast and lunch to be offered to any student who attends full day schedules in any district building.

### Transportation Plan

PDE plan requirements addressed in this section include:

- Adjusting transportation schedules and practices to create social distance between students 🗳

SDoL and Shultz Transportation will work together to provide:

- Efficient schedules that will provide safe and timely transportation to and from all buildings in accordance with the adopted reopening attendance schedule.
- Letters will be sent to all parents informing them of the inability to provide adequate numbers of buses for social distancing and the need for their children to wear masks.
- Masks will be available on buses for all public and private school students boarding.
- Drivers will wear masks or face shields as appropriate.
- Buses will be sanitized to the extent possible in between runs and at the end of each day. SDoL will provide needed supplies as necessary.

### Visitor & Volunteer Management Plan

PDE plan requirements addressed in this section include:

- Identifying and restricting non-essential visitors and volunteers 🗳

The district will limit non-essential visitors to each of our buildings to mitigate the spread of COVID-19. SDoL will restrict the use of school buildings by outside organizations deemed to be non-essential. Non-essential persons, to include guest speakers and presenters, volunteers, and visitors, will be restricted from entering district buildings. Guidelines will be provided to each building to define essential vs. non-essential visitors. Entry points and exit points will be established for each building, controlling the flow of traffic.

Where practical, the district will limit in person meetings, such as for IEPs, parent/teacher conferences, and staff meetings. Use of teleconferencing or video conferencing will be used to the greatest extent possible.

The district will utilize an electronic visitor management system, capable of creating a log of all visitors to district buildings. Appropriate health screening questions will be incorporated into the visitor check in process to deter entry of individuals experiencing COVID-19 related symptoms.

---

## Communications

---

### Pre-Entry Communication Plan

PDE plan requirements addressed in this section include:

- Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs)

The goal of the Pre-Entry Communication Plan is to communicate all new protocols to reduce transmission of the disease before students and staff enter school buildings. In order to ensure effective communication of information related to new protocols, the district will communicate with students, staff, parents, and community members in a variety of ways.

Throughout the summer, the Communications Priority Team will send relevant Weekly Walk Away emails to staff and send relevant email blasts to community members and families. The Communications Priority Team will support the announcement of this reopening plan on July 14, including releasing relevant information to the media via a press release, web news story, and social media. In order to respond to questions and concerns from parents and the community, the Office of Strategic Communications will host a series of Virtual Town Hall meetings with both staff and parents.

To best prepare students, staff, and families for the start of school, the Communications Priority Team will send postcards to all district families, providing an overview of the communications tools that will be used to provide information on the reopening plan. In order to ensure that all families receive this information, a robocall will be sent to supplement the communications overview mailing. The community at large will receive more information on the plan via a community newsletter that will be mailed to every door.

In addition to posting this plan on the district website, the Communications Priority Team will collaborate with the Priority Team Leaders to develop the reopening plan section of the district website, including Q&As. This will enable the district to add additional detail to the plan as the district moves into the training and implementation phase. SDoL has already posted signage from the CDC, and if necessary, the Communications Priority Team will create signage for schools and buildings and for reinforcing protocols.

### Post-Entry Communication Plan

PDE plan requirements addressed in this section include:

- Notifying staff, families, and the public of school closures and within school year changes in safety protocols

The goal of the Post-Entry Communication Plan is to continually reinforce safety protocols and to ensure that staff, families, and the public are notified of school closures and within school year changes in safety protocols.

While implementing the Post-Entry Communication Plan, the district will utilize all of the communication tools outlined in the Pre-Entry Communication Plan to reinforce safety protocols and communicate changes in protocols. Additionally, the Post-Entry Communication Plan will include the district's standard process for announcing school closures in the same manner that the district handles weather-related closures. The Office of Strategic Communication will use communication tools, such as robocalls, the district web app, and the district website to announce school closures.

### Training Plan

PDE plan requirements addressed in this section include:

- Schedules for training all faculty and staff on the implementation of the Health and Safety Plans before providing services to students

Upon approval of this plan by the SDoL School Board, a comprehensive training module will be developed by a group of START team members, and will be customized for use by buildings and departments. Staff will receive training the week prior to students returning to buildings. To the greatest extent possible, the training will be delivered online to ensure compliance with the School Infection Control & Mitigation Guidelines outlined above.

### List of Appendices

- Appendix A - Elementary School Schedule
- Appendix B - Middle School Schedule
- Appendix C - High School Schedule
- Appendix D - Supplemental Health and Safety Guidance - Marching Band
- Appendix E - Supplemental Health and Safety Guidance - Athletics

---

# Health and Safety Plan

## Governing Body Affirmation Statement

---

The Board of School Directors for the School District of Lancaster reviewed and approved the Phased School Reopening Health and Safety Plan on Tuesday, July 14, 2020.

The plan was approved by a vote of:

Yes - 8

No - 1

Affirmed on Tuesday, July 14, 2020:

By:

Dr. Edith Gallagher, SDoL School Board President

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

---

# Health and Safety Plan- REVISIONS

## Governing Body Affirmation Statement

---

The Board of School Directors for the School District of Lancaster reviewed and approved the revisions to the Phased School Reopening Health and Safety Plan on Tuesday, August 11, 2020.

The plan was approved by a vote of:

Yes -

No -

Affirmed on Tuesday, August 11, 2020:

By:

Mara McGrann, SDoL School Board Vice-President

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.